

AIDAN WOODCOCK CHARITABLE TRUST.

Health & Safety Guidance.

For Trustees and those involved in stage management at public concerts.

GENERAL

Make sure ; you are aware of where first aid , toilet and wash facilities are in the venue and where emergency exit and assembly points are, and that they are communicated to the audience appropriately.

FIRE PREVENTION

Take steps to reduce the risk of fire. Use common sense, prevention is better than having to deal with a fire.

FIRE EXITS AND PASSAGEWAYS

Make sure that fire doors are unlocked and accessible and that people know where they are.

FIRE FIGHTING EQUIPMENT

Ensure that you know where extinguishers are located and that they are in date.

SMOKING

Only allow smoking in designated outside smoking areas and make sure there is an appropriate disposal area for cigarette ends.

HEATERS

Take care with electric heaters, do not place flammable materials near or on top of them.

CABLES

Make sure electric cables are clearly visible and not frayed or broken. If they are, make sure corrective action is taken to repair or replace them.

RUBBISH AND TIDINESS

Make sure that the floor area where the public walk is free from rubbish and liquid on which people might slip; clean up spills and rubbish quickly.